

DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND

200 STOVALL STREET
ALEXANDRIA VA 22332 2300

I- R-P- REFER TO

NAVFACINST 1800.1A
FAC 12
12 SEP 1996

NAVFAC INSTRUCTION 1800.1A

From: Commander, Naval Facilities Engineering Command

Subj: RETIREMENT CEREMONIES AT THE SEABEE MEMORIAL

Ref: (a) NAVCOMPT Form 2275

1. Purpose. To establish policy and procedures regarding retirement ceremonies at the Seabee Memorial for military personnel assigned to the Naval Facilities Engineering Command Headquarters (NAVFACENGCOMHQ) and Civil Engineer Corps (CEC) officers or Occupational Field 13 enlisted personnel (Seabees) in the Navy District Washington.
2. Cancellation. NAVFACINST 1800.1 is superseded and canceled.
3. Policy. Retiring military personnel assigned to the Naval Facilities Engineering Command and other CEC officers/Seabee personnel in the area shall have the option of a ceremony at the Seabee Memorial.
4. Procedures. Responsibilities shall be delegated as follows:
 - a. The Director of Seabee Support, Code 12, shall make application to the National Park Service for a use permit; coordinate such staging items as sound, podium, chairs, and chains with the Public Works Center, Washington, DC.; prepare and process reference (a) through the NAVFAC Comptroller, Code 91, to the Public Works Center, Comptroller, Code 150; coordinate with the retiree's parent code/command the preparation of a script including the retiree's biography and the programs for distribution at the ceremony; assemble a notebook containing the script, award citations, and letters of commendation; invite sideboys and a chaplain selected by the retiree.
 - b. The retiree's parent code/command shall provide to the Director of Seabee Support a draft script including the retiree's biography; award citations, and letters of commendation; a list of desired sideboys; name of desired chaplain; and programs for distribution at the ceremony.
 - c. The Director of Seabee Support, Code 12, shall ensure that the retirees parent code within NAVFACENOCOMHQ arranges the formal announcement of the retirement, foul weather plans, and invitation of personal guest of the retirees to the ceremony. Code 12 shall make those arrangements for retirees not assigned to NAVFACENGCOMHQ, if so desired.

NAVFACINST 1800.IA

5. Action. When a military member retires, it is the last official act of their career. As such, it is imperative that close liaison is maintained between the code/command to which the member is assigned and Code 12. Accordingly, addressees shall follow these policies and procedures.

B. D. NEAL
Director of Seabee Support

Distribution:
NAVFAC Internal List I

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Code 12